

Who we are and what we do:

The mission of the Tennessee Department of Health is to protect, promote and improve the health and prosperity of people in Tennessee.

Our vision is to be a recognized and trusted leader, partnering and engaging to accelerate Tennessee to one of the nation's ten healthiest states.

The Division of Laboratory Services' mission is to provide quality analytical laboratory support through the generation of accurate, reliable and valid laboratory results.

[TN State Government Careers](#)



Public Health Administrator 2

Department of Health, Division of Laboratory Services
Nashville, TN
\$66,276-\$119,268

Key Responsibilities:

- Supervises the day-to-day operations of the procurement and billing teams to include contract writing/budgets, approving procurement requisitions, and billing for water, newborn screening, environmental, and clinical testing.
- Conducts cost studies with DLS clinical, environmental and administrative sections.
- Manages a budget exceeding \$350M comprised of both state and federal funds to include budget plans, checking budget availability, reviewing/approving the budget for travel requests, year-end projections, and equity evaluations.
- Stays informed of current and proposed legislation affecting the fiscal status of DLS.
- Acts as a liaison for business activity conducted between Laboratory Services and Administrative Services.
- Assists the Division's executive leadership in achieving optimum budget planning, execution and accountability
- Performs cost accounting on a regular basis

Minimum Qualifications:

- Graduation from an accredited college or university with a degree in finance, accounting or an acceptable related field

Required Experience:

- Five years of professional, full-time experience in budget, finance or accounting.
**Graduate course work received from an accredited college or university in finance, accounting or an acceptable related field may substitute for the required experience on a year-to-year basis to a maximum of two years (e.g. 24 graduate semester hours or 36 graduate quarter hours may substitute for one year of the required experience).*
- Three years of professional, full-time experience in administrative supervision

To apply:

Please submit your resume to Jessica.Bryant@tn.gov by (date).

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